

CHAPTER V

MAKING THE SYSTEM WORK FOR YOU

501. CAREER GUIDANCE

A key part of managing your officer career will be the counseling you receive. However, the quality of the counseling you receive is only as good as its source. No matter what the advice or the source, the career decisions you make affect your career. In general, the most reliable sources for career information are your commanding officer, executive officer, mentors and your detailer.

Detailers are knowledgeable and experienced counselors, able to address general requirements for your career path. An experienced LDO or CWO can help with the detailed requirements of your technical specialty. There are many career considerations which do not change, such as the importance of sustained superior performance. For guidance on specific billet choices in a changing career path, you will need to contact your detailer. Detailers know your qualifications, career needs, personal preferences and which billets are available.

502. THE ASSIGNMENT CYCLE

Your detailer is your representative in the assignment process at NPC. He or she is usually a member of your community, often having completed the kind of tour you will be rolling into soon. As you draw nearer to your projected rotation date (PRD), you will need to work with your detailer more and more to get a set of orders that will meet both your needs and the needs of the Navy. The first time you talk to your detailer, you will learn some basics about the assignment cycle. Assignments are made with three considerations in mind:

- Your career needs
- Your personal desires
- The needs of the Navy

Talk with your detailer to learn your career needs and current career options. He or she can tell you what your career path looks like, which professional qualifications you need, how you compare with your contemporaries and your alternatives.

The key to constructive dealings with your detailer is flexibility. Help the system work for you, rather than against you. Avoid demanding a specific preference. The more flexible you are, the more options you'll

have. You are more likely to be happy with your second or third choice than with none at all, which could happen if your request is not realistic. Work with your detailer to develop realistic priorities.

The third side of the detailing triangle -- the needs of the Navy -- is represented by the placement officer. As detailers represent you, placement officers represent the Navy and the losing and gaining commands. Placement officers identify billets for detailers to fill and seek the most qualified replacement for each billet.

Available billets and officers are normally looked at nine to twelve months before PRD. Placement officers (representing commands) and detailers (representing officers) negotiate billet assignments. The Navy's needs have priority. Assignments are usually firmed up 4 to 6 months prior to an individual's PRD.

Other factors can enter into the process. Requirements for an onboard relief in a particular billet can make timing critical. Changes in one officer's school or deployment schedule can change the orders/timing of several other officers in the assignment chain. The orders you receive from NPC specify a detaching month (EDD) and a reporting month (EDA). The detailer and placement officer negotiate specific detaching and reporting dates, travel and proceed time and enroute leave with your current and new commands.

Detailed information regarding Records Management (sections 503-508 below) can be found on the MyNavyHR website at:

<https://www.mynavyhr.navy.mil/Career-Management/Records-Management/>

503. YOUR OFFICIAL RECORD

Every Navy active duty member or drilling reservist has his or her master personnel record maintained by NPC. All administrative functions, such as assignment to a new billet, advancement and promotion boards, command screening, and retirement are dependent on a complete and accurate record of your naval service, which is your responsibility to keep current.

504. REVIEWING YOUR RECORD

Do not assume that NPC will review your record and notify you of any missing documents. Every officer should review his/her record, including the Officer Summary Record (OSR), on an annual basis, but at least six months before being considered by any selection board for which they are

eligible.

To check your Official Military Personnel Record, log on to BUPERS Online (BOL) at any time, at <https://www.bol.navy.mil>. Select the "Official Military Personnel File (OMPF) - My Record" link. Navy performance evaluation continuity, awards, training and qualifications are the significant areas to focus on when checking your record for accuracy. Selection boards only review the member's OMPF, not the electronic service record (ESR). The ESR is only a record of the Sailors' data. The OMPF contains the permanent documents, such as Fitness Reports, with remarks. [BUPERSINST 1070.27 \(series\)](#) outlines all items that should be submitted to the OMPF on officer and enlisted personnel. To view your E/OSR, log on to <https://www.bol.navy.mil>. Select the NAVPERS Legacy & PERSTEMPO link and then the Query NPDB / ODC, OSR, PSR link.

For assistance or issues logging in to BUPERS Online (BOL), contact the Help Desk at 1-800-951-NAVY (6289), or email: NPC IT Service Desk@navy.mil

Recently submitted documents to update your OMPF may not yet appear in your record. If a document was sent to NPC within the past 60 days, they may still be in processing, so do not resend. After 60 days, if the document still has not appeared in your official record, contact (PERS 313) by e-mail to the organizational mailbox at mill_ompf-chg@navy.mil. Remember, a document will not be placed in your official record that was submitted directly by the Sailor. The servicing TSC or Personnel Office is the primary source for submitting documents (officer and enlisted) to NPC for updating your official record.

505. UPDATING/CORRECTING YOUR RECORD

If, after screening your record, you determine that there are documents missing, you will need to contact NPC (PERS-313). If the missing document is an EVAL or FITREP, you must contact PERS 32 at cscmailbox@navy.mil or 901-874-4881/4882. For all other documents, submit an e-mail to PERS-313 at mill_ompf-chg@navy.mil to request administrative corrections to our record. Fax: DSN: 882-2764 or Comm: 901-874-2764.

For Officer Data Card (ODC) corrections, refer to the Point of Contact Listing in Appendix E of the [Manual of Navy Officer Manpower and Personnel Classifications, Volume II, NAVPERS 15839I](#).

All officers are required to have a full-length color photograph with their current rank in the OMPF. In accordance with MILPERSMAN 1070-180, photographs should be taken within 3 months after acceptance of each

promotion. NAVPERS 1070/884 can be obtained from <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

Additional information on how to update your officer record can be located on MyNavyHR - <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Officer-Record-Update/>.

506. ADDING PERSONAL AWARDS TO RECORD

Information and regulations concerning awards is contained in [SECNAVINST 1650.1](#) (series). The CNO Awards and Decorations Branch establish and maintain Navy Awards as the single authoritative database for all Military Decorations as specified by the Secretary of the Navy. All awards submitted to the Navy Awards Branch are exported to the BUPERS mainframe for updating pertinent personnel records.

For detailed information regarding your Decorations and Medals (Awards), see the information at: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/>

507. FITNESS REPORTS

Navy Regulations requires that records be maintained on officers "which reflect their fitness for the service and performance of duties". Fitness reports form a primary basis for selecting officers for promotion, duty assignment, command and advanced training - they tell the board about your career and your performance. FITREPs on officers, CHIEFEVALs on chief petty officers (CPOs), and EVALs on enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or sub-specialization, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these tasks.

The submission of performance evaluations is governed by the Navy Performance Evaluation System Manual (EVALMAN), [BUPERSINST 1610.10 \(series\)](#). Reviewing this instruction in its entirety prior to submitting reports will assist the command or individual service member in their preparation of these documents. For detailed guidance, including block by block instructions on completing reports, refer to [BUPERSINST 1610.10 \(series\)](#). Regular reporting seniors, concurrent reporting seniors, and members should review and utilize Chapter 4 of this instruction regarding the proper preparation of Concurrent and Concurrent/Regular Reports.

When your CO debriefs your fitness report, pay close attention. If it's your first "observed" fitness report, ask to have the whole process

explained. It's important to know exactly what your fitness reports are saying about you, and what the board is gleaning from them. Always know your reporting senior's cumulative average (RSCA).

Questions or concerns about a performance evaluation report(s) or related document(s), should be directed to the My Navy Career Center (MNCC). MNCC can be contacted online at <https://my.navy.mil/>, by email at askmncc@navy.mil, or by phone at 1-833-330-MNCC (1-833-330-6622).

508. CORRECTIONS TO FITNESS REPORTS

Generally, performance evaluations should be submitted by the command who issued the report to the member. The command's administrative officer should be contacted to ensure proper and timely submission of performance evaluations. For simple administrative errors, the reporting senior submits a corrected copy to PERS-32. To fix EVAL/FITREP report dates, submit an administrative change which corrects entries. For missing reports, send a copy to the Officer Fitness Reports Branch, (PERS-32). The copy must display all required signatures, initials, dates, and social security numbers. If member is part of a summary group, all reports in the summary group must be received in order to process the reports.

For submission of supplementary material to clarify, amend or correct a report, the Reporting Senior submits a Supplemental Report to PERS-323. Supplementary material concerning reports more than two years old will be accepted only if the Reporting Senior demonstrates in a cover letter why the material could not be submitted in a timelier manner.

Two status reports are located on BUPERS Online that will help you track performance evaluations. Reporting seniors can use the Reporting Senior's Performance Evaluation Submission Report, while other Sailors can view the Performance Evaluation Continuity Report.

Questions or concerns about a performance evaluation report(s) or related document(s), should be directed to the My Navy Career Center (MNCC). MNCC can be contacted online at <https://my.navy.mil/>, by email at askmncc@navy.mil, or by phone at 1-833-330-MNCC (1-833-330-6622).

509. WRITING FITNESS REPORTS

The opening sentence sets the tone for the entire report. If it doesn't get the reader's attention, the entire report is weakened. It should be brief and laudatory, but doesn't have to be specific. The specifics come in the bullets.

Underline sparingly -- excessive underlining negates the intended emphasis. The report should be clear and concise, and should focus on:

- specific performance and accomplishments
- comparison
- desirability and progression toward command and greater responsibility
- personal traits
- recommendations

Grades and narrative are equally important, and must agree. A report with a weak narrative that does not justify strong grades will be perceived as a weak report.

Avoid stereotyped and vague comments. List specific accomplishments and demonstrated performance. Use bullets to point out specific characteristics and achievements, and support general comments with specific actions.

The final paragraph should be almost as strong as the opening sentence. Recommendations for increased responsibility, command, special programs, or promotion should come in the last paragraph.

510. OFFICER SUMMARY RECORD (OSR)

Navigating the Officer promotion path is challenging since the pathway is subject to change. Many of these changes are based upon shortages in certain billets, as well as, the most recent needs of the Navy.

Strong performance in tough jobs is said to be a proven way to get ahead. Strong performance is always an important factor. You need to make sure your records are up-to-date, so that your training and awards are there to back you up.

Think of your Officer Summary Record (OSR) and Performance Summary Report (PSR) as your resume. Like any resume, it needs to be updated to highlight your latest skills. The OSR summarizes an officer's professional and performance history. It was designed for use by selection boards and should be reviewed at least six months before a board meets.

Your OSR and PSR are presented to the screeners at the Selection Board. Because you are not there to defend it, updating and correcting mistakes is your responsibility. You want the best possible representation since you will be competing with other talented officers for a limited number of promotions.

- Officer Data Card (ODC) - Contains officer qualifications, promotion history, education, specialties, billet information, and personal data that is used as a basis for officer career development.

- Performance Summary Record (PSR) - A three-part report that summarizes the Officer/Enlisted professional, performance history, and personal decorations information.

The OMPF is routinely updated for all personnel actions concerning an officer during their career. Officers no longer have a Field Service Record. The servicing TSC or Personnel Office that supports the officer's duty station is responsible for forwarding documents for inclusion into the OMPF. The commanding officer and the individual officer are jointly responsible for ensuring that the OMPF is complete and contains information pertinent to the officer's career.

To view your OSR, PSR, or ODC, simply log on to <https://www.bol.navy.mil/> and select the appropriate link.

511. DETAILER PHONE NUMBERS

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/>

<u>Designators</u>	<u>Ext</u>
<u>PERS-414 Surface Warfare and General LDO/CWO Assignments</u>	
Surface Branch Head (6/71XX)	882-3885
Deck, OPS (6/711X, 6/712X)	882-3906
Eng, Rep Tech (6/713X)	882-3887
Elect (6/718X)	882-3907
Admin, Sec (6/741X, 6/749X)	882-2329
SEAL / SWCC (715X, 717X)	882-2259
Admin Assistant	882-3905
<u>PERS-422 Submarine Warfare/NUC LDO/CWO Assignments</u>	
Sub/Nuc Branch Head	882-3935
Sub, NUC (623/6/8/9X / 72XX)	882-3945

Sub, NUC (62XX / 740X) 882-3938

Admin Assistant 882-3936

PERS-434 Air Warfare LDO/CWO/WO1 Assignments

Maint, ATC (6/733X/639X) 882-3968

Deck, OPS, ORD (6/731X, 6/732X, 6/736X) 882-3948

Admin Assistant 882-3964

PERS-44 General and Staff Corps LDO/CWO Assignments

Navy Band (6430) 882-4312

EOD (6/748X) 882-3910

Supply (6/751X/752X) 882-4613

CEC (6/753X) 882-4035

PERS-47 INFORMATION WARFARE LDO/CWO Assignments

Oceanography (6/780X) 882-4109

Oceanography (6/780X) 882-4110

Cryptologic Warfare (6/781X) 882-4113

Info Professional (6/782X) 882-2494

Intelligence (6/783X) 882-3210

Cyber Warfare (784X) 882-4113

All numbers listed are DSN. Prefix for commercial numbers are 901-874-XXXX